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10 March 1969

MEMORANDUM FOR THE RECORD

SUBJECT : Status of OMS Actions on IG Survey Report

REFERENCE: Inspector General's Survey of the Office of Medical Services, July 1968

D/MS, DD/MS and ExO/OMS met 3 March 1969 to review the status of OMS actions on the recommendations contained in the IG Survey Report of July 1968. Following is a summary of the status of these actions.

Recommendation No. 1

It is recommended that the Deputy Director for Support:

- a. Instruct the Director of Medical Services to formally designate a flight surgeon and to delineate his responsibilities.
- b. Prepare a Headquarters Notice announcing that an Agency flight surgeon has been designated within OMS and describing the functions of his position.

Action:

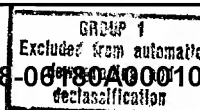
- a. A position for a flight surgeon has been added to the OMS staffing complement, a flight surgeon has been designated, and FMCD/OP has been provided an outline of his responsibilities so that a position description may be prepared.
- b. D/MS suggested that prior to preparation of a Headquarters Notice, the appropriate physical location for the flight surgeon within the OMS be determined. This should be determined so that any extra time the flight surgeon may have will be appropriately utilized. If he were to be located, for example, in the Clinical Division his availability to the CD might have some relationship to CD's professional and/or administrative manpower plans and needs. DD/MS will discuss this with AC/CD.

Recommendation No. 2

It is recommended that the Deputy Director for Support, in coordination with the Deputy Director for Science and Technology, develop a procedure which will enable the Director of Medical Services to participate in the

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Action:

The procedure suggested is, based on report from [] believed to be in effect. DD/MS will, however, look into this in connection with Recommendation 1.

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Recommendation No. 3

It is recommended that the Deputy Director for Support instruct the Director of Medical Services:

- a. To develop procedures to determine and to notify Type A contract doctors the plans for their continued employment by the Agency one year before the expiration of their contract.
- b. To establish, in consultation with the Director of Training, a program of orientation training for all doctors entering on full-time duty with the Agency as well as appropriate orientation for those doctors returning from an overseas assignment for duty in headquarters.
- c. To seek the assistance of the Director of Personnel in reviewing all existing contracts with professional medical personnel and in establishing, insofar as possible, uniform contracting procedures.

Action:

- a. Procedures for notifying Type A contract Medical Officers of the plans for their continued employment one year before expiration of contract have been developed by AC/SD who is responsible for this procedure.
- b. AC/OD has consulted with DDTR on the orientation training of Medical Officers on EOD and upon return from overseas assignment. DDTR believes that appropriate OTR courses are sufficiently frequent to provide ample opportunity for this orientation training without the need for special or tutorial training. OTR will, however, consider the latter type of training when the need warrants it.
- c. AC/SD has contacted CPD/OP and received their assistance in reviewing all existing contracts with professional medical personnel. Insofar as possible, uniform contracting procedures are in effect.

Recommendation No. 4

It is recommended that the Director of Medical Services have Panel C review the current assignments of medical technicians and medical service

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officers, arrange for those who have been in the same positions for long periods to be consulted as to their career desires, and insofar as possible accommodate those who wish other assignments.

Action:

This has been done and provision has been made for it on a continuing basis.

Recommendation No. 5

It is recommended that the Deputy Director for Support direct the Director of Medical Services:

- a. To request the Director of Personnel to furnish a personnel specialist to fill the position of Personnel Officer.
- b. To request the Director of Finance to furnish a finance specialist to fill the position responsible for the financial administration of the Office of Medical Services.
- c. Or, to investigate the possibility of obtaining the services of a support officer, who has experience and training in both the personnel and finance fields, and of combining the responsibilities in one position.

Action:

By agreement with the DD/S -- and after discussion with OP and OF who are not interested in providing incumbents from their career services -- no action is required until one of these positions becomes vacant when the matter is to be discussed again with DD/S.

Recommendation No. 6

It is recommended that the Director of Medical Services:

- a. Establish a Selection Processing Division to consist of the existing Selection Support Branch and the Selection Processing Center, each of which to be designated as separate branches (Psychiatric Screening Branch and Clinical Activities Branch, respectively) within the division.
- b. Designate the chief of this division to be responsible for all OMS applicant screening.
- c. Eliminate from the normal review of applicant disqualifications the Chief of the Psychiatric Staff, the Chief of the Clinical Division,

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and the Special Assistant for Clinical Activities.

Action:

Actions completed. Consideration will now be given to formalizing the SPD (established by internal OMS directives) with OP.

Recommendation No. 7

It is recommended that the Director of Medical Services:

a. Establish a Medical Services Division to consist of the existing Psychiatric Staff and Clinical Division, each of which is to be designated as a separate branch within the division.

b. Eliminate the position of Special Assistant for Clinical Activities.

Action:

a. Executive Director-Comptroller has sustained the OMS non-concurrence in this recommendation.

b. Continuation of the SA/CA as an Administrative Officer -- Special Assistant to D/MS has also been agreed to.

Recommendation No. 8

It is recommended that the Director of Medical Services establish more effective procedures for providing timely medical guidance on employees to Agency officials for management purposes, it being understood that in certain cases this will of necessity be less than definitive.

Action:

As a result of an OMS panel chaired by C/SPD, Registrar is developing an "Interim Disposition Form" for informing Agency officials of any foreseeable delay in a disposition.

Recommendation No. 9

It is recommended that the Director of Medical Services:

a. Provide chiefs of operating components names of individuals who have not been examined for two years.

b. Develop procedures to follow up and maintain contact with each employee until the degree of action taken by the employee has satisfied the firm medical recommendations made by the doctor during the Executive Annual Examination.

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Action:

a. OMS counter-proposal has been accepted: OMS will monitor this.

b. Action completed and new follow-up procedures designed by AC/CD are in effect.

Recommendation No. 10

It is recommended that the Director of Medical Services and the Director of Personnel take steps to reduce substantially the amount of time required for processing applications for medical disability retirement.

Action:

Action completed. Time required for medical disability cases has been reduced appreciably. A-SA/CA will monitor.

Recommendation No. 11

It is recommended that the Deputy Director for Support develop effective procedures for keeping the Office of Personnel informed concerning employees who have been injured, who are ill, or who have died, as well as employees and dependents who are medically evacuated from overseas.

Action:

Action completed. A-SA/CA has met with OP and OS officials and agreement has been reached on notification procedures.

Recommendation No. 12

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It is recommended that the Deputy Director for Support amend HR [] to require that employees must have had a medical examination by an Agency doctor within the past three years before receiving approval for continuous overseas service.

Action:

[] has not yet been amended as recommended because this regulation is under consideration (A-SA/CA) for a major revision. Procedure recommended by the IG report is, however, in effect and is monitored by Registrar with whom the procedure was recently reviewed.

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Recommendation No. 13

It is recommended that the Deputy Director for Support amend HR [] to place the responsibility for determining which geographic areas require

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dependent physical examinations on the Director of Medical Services.

Action:

OMS non-concurrence sustained. C/FSS is updating this system.

Recommendation No. 14

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Action:

Action on this recommendation (and Recommendation 15a) as suggested by the Executive Director-Comptroller has been completed.

Recommendation No. 15

It is recommended that the Deputy Director for Support:

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b. Instruct the Director of Medical Services to change the title of the Assessment and Evaluation Staff to the Psychological Services Division.

Action:

a. Action completed as part of action on Recommendation 14.

b. No action yet. Other titles have been suggested. C/AES recommends "Psychological Services Staff" for reasons which he will discuss.

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Executive Officer
Office of Medical Services

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